



DBE NEWS

Idaho Transportation Department

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Liz Healas, Editor

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ITD Hosts EEO Conference

This biennial event, covering both Internal and External Equal Employment Opportunity Issues, takes place at the Red Lion Hotel in Idaho Falls on January 27 & 28.

Tentative Agenda:

Monday, January 26th—Evening Pre-Conference Reception hosted by ITD District 6

Tuesday, January 27th—Internal EEO

- Religion in the Work-

place

- The ADA & Accommodations
- Avoiding Harassment Complaints

Open to ITD Employees, Government Agencies, Tribes, Non-Profit Organizations, Contractors and Consultants seeking training and updates on Titles VI & VII Civil Rights Requirements.

- Trends in Discrimination Complaints
- Psychology of Harassment
- Changing Culture of Today's Diverse Workforce

- Legal Issues in Equal Em-

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2004 Bidders Registration Begins

The federally-required information gathered will be used to determine the concentration of DBEs to the overall base of contractors, consultants and suppliers bidding on ITD Projects. This in turn will help develop future DBE goals — which is why it's important that we receive these registration forms!

Attention Bidders:

Federal Regulation 49 CFR 26.11 (c), states, "[State DOTs and other recipients] must create and maintain a bidders list, consisting of all firms bidding on prime contracts and bidding or quoting subcontracts on DOT-assisted projects. For every firm, the following information must be included:

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The Disadvantaged Business Enterprise (DBE) Supportive Services Program is designed to assist minority, women and disadvantaged business owners in developing and promoting their businesses in the highway construction industry. It was created by the U.S. Department of Transportation and is administered by the Idaho Transportation Department with the funding and oversight of the Federal Highway Administration. Any concerns regarding the administration of this program should be directed to Julie Caldwell, EEO Contract Compliance Officer, or Karen Sparkman, EEO Manager, at the Idaho Transportation Department.

DBE Supportive Services

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ehealas@itd.state.id.us

(208) 334-8567

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Toll-Free Number

(208) 332-7812

(800) 634-7790



Visit us on-line at www2.state.id.us/itd/civil

Office Location & Mailing Address:

3311 W. State Street, Rm 207 / PO Box 7129, Boise, ID 83707-1129

(Office Hours are 8am - Noon, 1pm - 5pm, Mountain Time)

Please Note: All State Offices will be closed Thursday, December 25 in observance of Christmas.

Where in Idaho is this? Hint: This state park offers spectacular views of a 250-foot-deep canyon cut by a river which crashes right underneath the Interstate into a series of waterfalls before flowing 2-1/2 miles to the Snake River.

[Answer to the November Issue: **National Oregon/California Trail Center, in Montpelier.**]

Women's Business Center

The Boise office of the **Women's Business Center (WBC)** offers many benefits to the community such as free one-on-one counseling, loan request preparation, low and no-cost training and trade shows to promote your businesses.

The WBC also offers the **Women's Network for Entrepreneurial Training (WNET)**, a free monthly small business mentoring and networking roundtable to talk with others about small business problems and solutions.

by Debby McCarthy

119 N. 9th Street, Lower Level,
Downtown Boise

P.O. Box 6700, Boise, Idaho 83707-0700

Phone: (208) 336-5464 **FAX:** (208) 375-9333

E-mail: frontdesk@wemswbc.org
www.wbcidaho.org

The WNET is offered for three Treasure Valley locations: Boise, Meridian and Nampa.

Meet the Staff:

Amy Davis, *Executive Director*

Amy has held the position of Executive Director of the Women's Business Center since

August 2001.

She is an experienced non-profit leader with nearly 20 years of volunteer and program management experience with the Navy-Marine Corps Relief Society.

Amy is also a recipient of two of the Society's

"Meritorious Service Awards."

An Idahoan since 1995, Amy spent four years as librarian and technologist for the McCall Elementary library, increasing their library and technology resources through grant writing.

Amy has a Bachelor's Degree from the University of Wisconsin-Parkside and holds a certificate in "Operations and Administration of Microprocessors in Libraries," from Cali-

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DBE Update

Newly Certified DBE Firms

Cotner Buildings & Supply

Linda Cotner, President

P.O. Box 873, Meridian, ID 83680-0873

Phone: (208) 288-2058 FAX: (208) 288-2058

E-mail: cbsupply@msn.com

Supply of pre-engineered metal buildings and related components.

Coulter & Company Construction

Cher Coulter, Proprietor

P.O. Box 502, Donnelly, ID 83615

Phone: (208) 325-8145 FAX: (208) 325-8145

Flagging, Maintenance, Signing, Pilot Car and Mowing.

Trafco Inc.

Nanette Edmondson, President

P.O. Box 111, Sweet, ID 83670

Phone: (208) 584-3375 FAX: (208) 584-3375

E-mail: trafco@micron.net

Traffic control, flagging, signing, fencing.

DBEs!

Contact our office *immediately* when you change your mailing or e-mail addresses, phone or fax numbers, etc. If WE don't know how to get in touch with you, contractors and consulting firms won't know, either!

(Also, DBE guidelines require DBE firms to notify us of all changes immediately. This particularly includes change in ownership.)

Recertifications, "No Changes" for 2004 In Process

In November, DBE Supportive Services mailed out "No Change" Affidavit For Continuing DBE Certification Forms to most DBEs.

Other DBEs will receive their three-year Recertification Applications.

No Change Affidavit Form

This quick and easy form is for DBEs who were either initially certified — or filled out their last full recertification application — less than three years ago.

If **no** changes have happened since your last certification or recertification that would affect your firm's eligibility for the program, just fill out the form, sign it, and have it notarized. Be sure to include your business tax return (or schedule) for 2002!

HOWEVER: If you *have had* changes since your last certification or recertification that would affect your ability to meet all DBE eligibility requirements — ones that you have not already alerted DBE Supportive Services about — you must attach an explanation of the changes, along with all supportive documentation.

DBE Supportive Services will analyze what effect, if any, these changes have on your certification eligibility.

Recertification Applications

These are for firms whose last full recertification was in the later half of 1999. The recertification application asks for updates on everything from ownership to Personal Net Worth.

There will be a checklist attached of the documents that are necessary to send in with the application. Be sure to double-check that all items are included before mailing in the packet to us.

After we receive your signed and notarized affidavits or recertification applications (with all

(Continued on page 7)

To see our complete DBE Directory, visit on-line at www2.state.id.us/itd/civil/dbefirms.htm. This listing is updated on the first Monday of every month.

ITD Updates Its DBE Plan

US Department of Transportation (USDOT)/Small Business Administration (SBA) Reciprocity

SBA 8(a)- or SDB-certified firms applying for DBE status through the Idaho Transportation Department may submit copies of their SBA certification application forms and accompanying documentation in lieu of USDOT Unified Certification Program (UCP) application forms.

However, an on-site review performed by ITD or the applicant's home state certification agency will still be required prior to certification approval.

In November, ITD submitted its new DBE Plan, revised to reflect the federal DBE Regulations that were amended last June, to the Federal Highway Administration for approval.

In recent issues, we have been discussing some of the changes that will be of particular interest to DBE firms and contractors working on federal-aid highway projects.

When SBA and USDOT certification standards conflict (i.e., small business size standards, personal net worth thresholds, etc.), USDOT standards will prevail.

ITD will not deny certification to an SBA-certified firm in the ab-

sence of additional information that leads ITD to a different conclusion.


If ITD *does* discover additional information from which it could reasonably conclude that the SBA-certified firm is not an eligible DBE, it may decline

the firm.

If ITD denies certification to a firm certified by the SBA, or if it decertifies a firm it knows to be certified by the SBA, it is required to notify the SBA in writing. The notification must include the reason for denial.

Provision Already in Previous Plan (and Still in Effect):

SBA 8(a) certified firms that lose their SBA certification are simultaneously removed from ITD's DBE Program.

The Idaho SBA Office in Boise advises ITD of its actions to remove eligibility for any reason; ITD reciprocates. 

**NEXT MONTH:
Change to DBE Goal-Setting Methodology**

SBA's New Rule on Contract Bundling

Regulations were recently promulgated that will have a major impact on how Office of Small Disadvantaged Business Utilization (OSBDU)'s customers conduct business with the Federal government.

Contract Bundling - Effective November 19, 2003, the US Small Business Administration (SBA) regulations governing small business prime contracting assistance have been amended to:

- Revise the definition of "contract bundling" to expressly include multiple award contract vehicles and task/delivery orders under such contracting vehicles;
- Mandate that procuring activities coordinate with the Small Business Specialist (SBS) on proposed acquisition strategies or plans contemplating awards above specified dollar thresholds;
- Require that the SBS notify the agency's OSBDU when those strategies include contract bundling that is unnecessary or unjustified;
- Revise the threshold and documentation required for substantial bundling; and
- Require the agency's OSBDU to perform specified oversight functions.

An electronic copy of the Contract Bundling Rule can be found at: www.acqnet.gov/far/FAC/fac2001-17.pdf.


(EEO 2004, Continued from page 1)

Employment Opportunity

Wednesday, January 28th- External EEO Issues

- OFCCP/ITD Civil Rights Contract Requirements
- How TERO Can Help
- Idaho Migrant Council: Who They Are & What They Can Do For You
- OJT Supportive Services Pre-Apprenticeship Program
- Why We Have a DBE Program
- Recent Changes to the DBE Program
- Prompt Payment

Thursday, January 29th— ½ Day Post-Conference Training (ITD EEO/Safety/Training Coordinators Only)

The cost to attend this conference is \$40. For more information or to request a registration form, call ITD's EEO Office, or visit the conference webpage at www2.state.id.us/itd/civil/conference.htm. 

Room Reservation Information

Red Lion on the Falls
Reservations: (208) 523-8000

Rooms will be available at \$55 per night. When calling for reservations, be sure to state that you are attending this conference (Booking # 2170), in order to obtain this rate. The deadline for room reservations is January 2nd.

ITD Security Access Procedures

IN EFFECT SINCE JUNE 2003

- All visitors to the main ITD Headquarters Building at 3311 West State Street in Boise will be required to sign in at the security desk, be issued a visitor badge, and be escorted from the lobby area.
- While in the building, all visitors will need to visibly wear a "visitor badge."
- Visitors will need to return their badges to the security desk and sign out when leaving the building.
- Visitors to the auditorium, DMV Counter or One Stop Shop Counter will not require a visitor badge.
- Visitors to the annex and other buildings will be subject to the same requirements, but will need to check in and out with a designated person for that building.



(BIDDERS REGISTRATION, Continued from page 1)

- (1) Firm name;
- (2) Firm address;
- (3) Firm's status as a DBE or non-DBE;
- (4) The age of the firm; and
- (5) The annual gross receipts of the firm.

Therefore, all contractors and/or consultants bidding as a prime or sub on Idaho Transportation Department (ITD) federal-aid projects must complete and return a Bidders Registration Form. This form is required by December 15, 2003, and should be submitted to:

Idaho Transportation Department, EEO Office, P.O. Box 7129, Boise, Idaho 83707-1129

Forms may be obtained on-line at www.state.id.us/itd/civil/dbefirms.htm, or by calling the EEO Office at (208) 334-4442.

Contractors and/or Consultants who neglect to submit the form will be required to provide the information prior to the start of work on any ITD federal-aid project. Questions regarding the required information should be directed to Julie Caldwell, EEO Contract Compliance Officer, at (208) 334-8458.

Conference Committee Supports Idaho Transportation Projects

Washington, D.C. - Idaho Senator Larry Craig and Congressman Mike Simpson announced that important funding for road and bridge repair and construction projects in Idaho is included in the Fiscal Year 2004 Transportation Appropriations bill which was approved by a joint Senate-House of Representatives conference committee on November 25.

"Maintaining our highway infrastructure is critical to jobs, the well-being of our communities, interstate commerce, and even mobility for our national defense," said Senator Larry Craig, a Senate Appropriations Committee member. "I also appreciate the Committee's support to repair and renovate stretches along the Highway 95 corridor and Interstate 84. This bill also complies with tight, domestic budget caps agreed to by Congress and the Administration. Within this responsible bill, I'm pleased the Committee approved increases for Idaho priorities."

"The funding contained within this legislation helps link Idaho's communities, move Idaho's commerce, and open Idaho's scenic treasures to the world," said Congressman Mike Simpson, a member of the House Appropriations Committee. "Securing the federal government's support for Idaho's transportation infrastructure is one of my most important duties in Congress and I'm grateful this bill will provide millions toward that effort. If we're going to bring new economic opportunities to rural areas of our state we're going to need these types of investments in our highways, bridges, and airports."

The bill includes but is not limited to:

- \$7 million for repair and renovation of U.S. - 95 - specifically between Worley and Mica, ID.
- \$3 million to correct deteriorated road and slope conditions, provide a wider road, and improve alignment on the popular City of Rocks Back Country Byway. It will fund the second stage of construction on the 16.7 mile stretch of roadway from Connor's Corner to the entrance of the City of Rocks National Reserve in Cassia County, ID.
- \$4 million for renovation of the Boise Airport Control Tower.
- \$4 million for Idaho Transit Coalition projects to assist Idaho public transportation in addressing rising demand and ridership in several communities around the state. Communities that will receive funding include Ada County, Canyon County, Blaine County, City of Lewiston, City of Pocatello, Boise State University, and the Ketchum-Sun Valley area.
- \$1.5 million to begin work on Cheyenne Corridor safety improvements in Pocatello, ID.
- \$2 million to reconstruct eight miles of roadway, improve drainage, replace guardrail, and upgrade other roadside features to current standards on I-84 from Glens Ferry to King Hill.
- \$500,000 for the Salmon Falls Creek Bridge.

The bill now goes back to the House and Senate for final passage before being sent to the President.



There ARE NO Free Grants -- But There ARE SBA Loans!

The Boise District Office of the US Small Business Administration (SBA) backed loans totaling \$71.7 million to 447 small businesses in its recently completed fiscal year.

"This represents a 25 percent increase in the number of firms assisted over the prior year," said Tom Bergdoll, Boise's SBA district director.

While most commercial banks in the state made SBA loans during the year, the top producers were Zions Bank, Wells Fargo Bank, Farmers & Merchants State Bank and D.L. Evans Bank.

(RECERTS, Continued from page 3)

needed attachments), you will receive a certification letter and certificate for Calendar Year 2004.

ALL "NO CHANGE" AFFIDAVITS AND RECERTIFICATION APPLICATIONS ARE DUE FEBRUARY 16, 2004.

Anyone who fails to provide their affidavit or recertification application in a timely manner "will be deemed to have failed to cooperate" according to DBE regulations, which leads to denial of continuing certification.

DBEs who allow their certification to lapse will be required to undergo the full certification process again.

In other words, it's really important that you submit these forms by the February 16 deadline, or arrange for an extension.

If you have any questions about your "No Change" Affidavit or recertification application, call DBE Supportive Services at (208) 334-4442, or toll-free at (800) 634-7790.

**\$\$\$ For Marketing !!!
This \$250 Allowance for DBEs Covers:**

- *Purchasing a domain name, having your own website designed, or publishing your website*
- *Advertising in trade papers, journals & magazines, the yellow pages or other directories (online ones, too)*
- *Having your own logo designed*
- *Printing up business cards, letterhead or fliers*
- *Romancing your best customers with promotional giveaways like , pens, or personalized holiday cards*
- *Exhibiting at a trade show, or buying presentation materials*
- *Sending out direct mailings*
- *Travel expenses incurred when soliciting work*

This is How You Get It:

Send in copies of invoices, receipts, etc., clearly itemizing your marketing expenditures. We'll cut a check for up to \$250 to reimburse you. (Benefit in effect through September 2004. For more information, call DBE Supportive Services.)

(WOMEN'S BUSINESS CENTER, Continued from page 2)

fornia State University-Fullerton.

Amy is a member of the Association of Women's Business Centers, a Knight of the Grid Iron at Bishop Kelly High School, and a Phi Kappa Phi at Boise State University. Through support of various youth organizations and activities, Amy has been a strong advocate for community volunteerism.

Carrie Cornils, Counselor/Program Coordinator

Carrie has a diverse business and non-profit background. She spent the last seven years as a small business owner and an officer of a DC Metropolitan Chamber of Commerce. Through her work at the Chamber of Commerce, Carrie guided and assisted businesses with their marketing and business plans.

Her expertise lies in marketing, internal operations analysis and streamlining processes and procedures. Her past work experience includes commercial architecture, retail management, and systems analysis on a major Department of Defense contract.

Carrie spent her childhood in Nampa, then twenty-five years in Washington DC. Returning home to Idaho, Carrie again started a small, home-based business in Eagle.

Her leadership, organizational, and inter-personal skills along with her strong business background makes her a perfect fit for the Counselor/Program Coordinator position at the Women's Business Center.

Shelly Houston, Counselor/Training Coordinator

Shelly is the newest member of the Women's Business Center professional staff. In her dual role as Business Counselor and Training Coordinator, Shelly will advise clients on their pre-business planning and start-up needs, and play a vital role in developing and implementing the Center's ongoing training and mentoring activities, as well as special events.

In addition to her full-time work at the Women's Business Center, Shelly and her twin sister Kelly own a growing jewelry making business, making her especially aware of the issues and challenges facing today's small business owners.

A Boise native and active community volunteer, Shelly has more than 17 years of experience in the fields of corporate communications, public relations,

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Exciting New Benefit for Idaho DBEs

Earlier this month, DBE firms located in Idaho received a coupon certificate in the mail to attend an Idaho Small Business Development Center (ISBDC) training class **FREE OF CHARGE**, courtesy of DBE Supportive Services. This offer even includes multi-session courses such as the NxLevel Entrepreneurship Business Planning Series!

Either the DBE owner or one of the DBE firm's key employees can take advantage of this opportunity during these traditionally slower winter months to attend one of the ISBDC's excellent classes on many topics dealing with business management and associated software. For a listing of classes available in 2004, please visit the ISBDC's website at www.idahosbdc.org.

DBEs will be responsible for registering directly with the ISBDC for whichever class they or their employees choose to attend. The ISBDC will invoice DBE Supportive Services directly for the registration fees.

This offer is valid from now through September 1, 2004, and is open only to DBE owners or DBE employees. It is non-transferable. If the DBE does decide to register for a class, but fails to cancel your registration with sufficient notice, please note that the DBE, and not DBE Supportive Services, will be responsible for the cancellation fee.

For more information about this coupon certificate, or assistance with accessing the ISBDC class schedule, please call the DBE Supportive Services Office at (208) 334-4442 or toll-free at (800) 634-7790.

Spokane Small Business Development Center

To register or for more information,
call (509) 358-7890
or visit on-line at www.spokanebic.org

Human Resource Practices This workshop provides the business person with a basic overview of human resource practice. All aspects of employment including recruitment, interviewing techniques, employment issues & discharge are covered. Specific topic areas discussed include EEO/AA, taxes, benefits, unemployment & other topics based on class interest. *January 21, 6-9pm. Cost is \$35.*

Introduction to Business Webpages How do I get my business on the web? Should I? You have a lot of questions: this class has a lot of answers! Learn about what's involved in putting your business, product or service on the web, and understand the options available to you prior to & at various stages of website development. Class covers software tools, e-commerce options, security issues, marketing considerations, website development & web hosting. A comprehensive list of resource materials and free & demo software included at no extra charge. *January 21, 6-9pm. Cost is \$35.*

Is Your Business Idea Feasible? This 3-hour workshop helps you evaluate the feasibility of your idea or market expansion through the use of a business plan process. The business plan is used as a tool to evaluate your idea & assist you in making it real. Statistics show that organizations that produce a written plan & continue to update the plan over time succeed at several times over the national average. *January 22, 6-9pm. Cost is \$50; 2 people per business can attend for the price of one; only one set of materials will be provided.*

Basic Legal Issues for Small Business Will you organize your business as a sole proprietor, partnership, LLC, S-Corp or C-Corp? If you need help with this decision, attend this discussion-based workshop that addresses legal entities, basics of contract law & other various legal issues affecting small

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50% Training
Reimbursement
for DBEs



Up to \$300
During
FFY2003



For Registration,
Materials or
Travel Expenses



Both Owners
& Key Staff
are eligible





50% Training
Reimbursement
for DBEs



Up to \$300
During
FFY2003



For Registra-
tion, Materials or
Travel Expenses



Both Owners
& Key Staff
are eligible



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business. *January 26, 6-9pm. Cost: \$35.*

Basic Taxes for Small Business Learn to make taxes more manageable, report federal business income taxes & pay Washington taxes. Save money by knowing what's deductible, what isn't & what records are required. Bring a calculator for hands-on "taxperience". *January 26, 6-9pm. Cost: \$55.*

Internet Marketing Understanding marketing Internet-style is the key to promoting your business, product or service using the World Wide Web. This class will give you fundamental information on creating an effective website, software tools required, and behind-the-screen secrets that make a site work. Examples of working sites, resource links, graphics, free & demo software available, and Internet centric marketing techniques will also be covered. *January 28, 6-9pm. Cost is \$50.*

North Idaho College

Workforce & Community
Education Division (Post Falls)

To register or for more information,
call (208) 666-8009
or visit on-line www.idahosbdc.org

Palm Pilot 101 Whether you've already bought a Palm (or compatible) device & aren't really proficient at it, or are just considering buying one but aren't sure what you'd do with it, this class will help. Skeptical about entering data into that tiny screen? Worried about losing all your data? This class will address all those concerns & more. By the end of the class, you'll wonder how anybody could ever think such a vital tool is just a gadget. **NOTE:** This class is not for devices that run "Pocket PC" software. *January 20, 6-9pm. Cost is \$19.*

Work-Zone Flagging & Traffic Control This course is required for flagging on roads under Idaho Transportation Department jurisdiction. Upon successful completion of the course & exam, you will be given an ATSSA registered flagger card that will be valid for 3 years and accepted in many states includ-

ing Idaho, Washington, Montana, Oregon & Utah. Flaggers must also carry a valid driver's license to prove identity. Book included. *January 12, 1-5pm OR February 9, 5-9:30pm. Cost is \$49.*

Starting a Business in Idaho This workshop will provide Idaho entrepreneurs & new businesses with information to begin operation. It highlights the registration process & the regulatory issues new businesses encounter. *January 23 OR February 6, 9-11am. Cost is \$10.*

Overcoming Computerphobia If you are confused & anxious about operating a computer, this class is for you. Learn computer terminology, how to use the mouse, basics of starting & running computer programs using Microsoft Windows, and a brief introduction to the Internet. This hands-on course will give you the confidence & knowledge necessary to begin operating a personal computer. For people with NO computer experience. *Monday & Wednesday, January 26 & 28, 1-3pm OR January 27, 6-9pm. Cost is \$10.*

Introduction to Computers This course offers a solid foundation in the amazing capabilities of a computer system, presenting an overview of hardware & software with hands-on experience using Windows 2000. Using Microsoft Office 2000, you will learn the basics of Word, Excel, Access, PowerPoint & Publisher. Class concludes with exploring the Internet. Textbook included. **Prerequisite:** Basic keyboarding skills. *Tuesdays & Thursdays, 10 sessions starting February 3, ending March 4, 6-9pm. Cost is \$209.*

Organize Your Business with Outlook 2000/2002 If you're currently using Microsoft Outlook just for e-mail, you're missing out on many of its other capabilities. It's also a powerful PIM (Personal Information Manager), containing a contact manager, calendar, task manager, free-form notes & journal for tracking activities. Learn to take advantage of Outlook's PIM features, as well as better manage your e-mail. *February 3, 6-9pm. Cost is \$21.*

Basic Business Plan Writing Your company must have a business plan if you expect to succeed

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in today's tough business world. This workshop will show you how to write a winning business plan, reduce the frustration of starting a business, expand your current enterprise, or even get cash out of your existing business. *February 4, 6-9pm. Cost is \$25.*

NxLEVEL™ ENTREPRENEURIAL TRAINING PROGRAM

NxLevel™ Training Programs are designed to help potential & existing entrepreneurs learn the skills needed to create, develop & strengthen successful business ventures. Unlike other business education programs, NxLevel™ addresses the special needs of entrepreneurs by providing a practical, hands-on, common sense approach to developing a small business. Participants attending the 12 three-hour sessions & completing the homework assignments will produce a comprehensive business plan to increase company profits and serve as a road map for future growth. *Wednesdays; 13 sessions starting February 4 ending April 28, 6-9pm. Cost is \$240.*

Business Basics Proper record keeping & tax reporting, the "how to" for a small business. This class will cover basic record keeping, financial statements, business entities & the "pitfalls" for the small business. It will also include a segment on basic "office organization". *February 18, 6-9pm. Cost is \$25.*

Ontario BizCenter

To register or for more information,
Call (541) 881-8822 ex. 356 or visit on-line at
www.bizcenter.org/ontario/orkshops.html

Learn How to Create & Maintain Your Own Website

Building webpages can be a daunting task when you're first starting out. Business owners, here's your chance to create your webpage and be on the road to increased visibility & sales. This class will :

- Take you from building your first webpage to working on an entire website.
- Focus on understanding HTML, the language of webpages, as well as a general overview of the other tools needed to manage & construct websites.

Mondays, January 5—March 15, 6-9pm. Cost is \$125.

Small Business Information Fair

Boise

8:15am-12:30pm

January 29

**Idaho Department of Agriculture
2270 E. Old Penitentiary Road, Boise**

- When to pay sales tax
- How to avoid penalties
- How to get SBA assistance
- Employer responsibilities
- Which forms to file & when
- Services provided by the Idaho Department of Commerce, SCORE & others

The cost is \$10. To register or for more information, visit www2.state.id.us/iic/register.htm, or call Lola Barnett, Idaho Industrial Commission, at (208) 334-6032.

Boise Small Business Development Center

For more information, call (208) 426-3875
or visit on-line at www.idahosbdc.org

NxLevel Business Planning Class for Start-ups

Starting up a new business & don't know where to go? NxLevel is the course that will extend your knowledge of how to form a small business, to study your concept, the market environment, how to develop a marketing plan, financial & legal plans as well as other topics that today's small business owner must know to survive. *Wednesdays, starting January 28, 6:30-9:30pm. Cost is \$295.*

Twin Falls Small Business Development Center

To register or for more information,
call (208) 733-9554, ext. 2455 or visit on-line at
www.csi.edu/support/isbdc/sbdc.html

NXLEVEL ENTREPRENEURIAL BUSINESS PLANNING COURSE

NxLevel™ for Existing

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50% Training
Reimbursement
for DBEs



Up to \$300
During
FFY2003



For Registra-
tion, Materials or
Travel Expenses



Both Owners
& Key Staff
are eligible





50% Training
Reimbursement
for DBEs



Up to \$300
During
FFY2003



For Registra-
tion, Materials or
Travel Expenses



Both Owners
& Key Staff
are eligible



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Businesses is a 12-session, 36-hour course hands-on, face-to-face program, designed for entrepreneurs who want to expand an existing business & need the skills to make it grow. An additional 13th class is being offered at the end to address the E-Commerce component & 21st century businesses. It's been proven that the entrepreneur who plans is the entrepreneur who succeeds. For this reason, participants develop a comprehensive business plan during the course to act as the road map for future growth.

- Session 1: Overview & Entrepreneurship
 - Session 2: Business Planning & Research
 - Session 3: Management & Legal Structure
 - Session 4: Market Analysis
 - Session 5: Marketing Strategies & Implementation
 - Session 6: Books, Records & Controls
 - Session 7: Financial Planning, Budgets & Assumptions
 - Session 8: Developing & Using Cash Flow Projections
 - Session 9: Understanding & Using Your Cash Flow Projections
 - Session 10: Financing Your Business
 - Session 11: The Deal Making Process
 - Session 12: Your Business Future: Managing Growth
 - Session 13: E-Commerce Additional Component
- Thursdays, 13 sessions starting January 22, ending April 22, 6:30-9:30pm. Cost is \$295.*

Taxes & Your Small Business Everything You Wanted (and NEED) to Know about Business Taxes

This workshop is designed to help business owners better understand the taxes they must pay & learn about techniques to reduce them. Every business & every business owner is unique. The secret to effective tax planning is first to understand the tax law & then to apply planning strategies that best fit the business & owner's unique circumstances. This class will cover the following topics & more:

- Updates on recent changes to federal & state tax laws
- Techniques that defer, reduce & shift taxes
- Structuring the business entity
- Choosing & maintaining a record keeping system

- Travel, transportation & entertainment expenses
- Employees, payroll & independent contractors' issues

January 15, 6:30-9:30pm. Cost is \$40 Per Person (\$10 more for Spouse or Partner).

Intro to Quick Books Pro 2003 Designed specifically for Quick Books Pro novices & those who have been using the program but need to make it more user-friendly. These workshops will teach you the basics: How to set up a company, handle accounts payable & receivable, tracking & aging, bank reconciling & reporting and an optional payroll section at the end of the 2 days for those with employees. Instruction in this accounting software package will help you save time & organize your business finances. The first section of class will be spent entirely on setting up a company on Quick Books Pro 2003. Pre-requisite: Computer literate & familiar with accounting. *Saturdays, January 31 & February 7 (1 hour lunch on your own). Cost is \$100. Class limited to 15 (register early!)*

Supervision I, II, III & IV Supervisors today face a world of tremendous change & challenge. The increasing complexity of work, continually changing customer expectations, and the need for higher levels of productivity & employee commitment, all combine to require supervisors to perform in ways that are different than was true in the past. Designed to build practical basic skills, as well as confidence & understanding, each participant will develop an individual action plan & the appropriate skills needed most in leading employees to greater individual, team & organizational performance.

- **Basic Supervision I** - Roles & Responsibilities, Communications & Relationships, Leadership & Empowerment
- **Basic Supervision II** - Coaching, Managing Individual Performance, Time Management and Delegation
- **Basic Supervision III** - Change, Teamwork, Managing Conflict & Negotiation
- **Basic Supervision IV** - Ethics, Organizational Well-Being, Customer Service, Continuous Improvement

The \$390 fee for each program includes all instruction &

(Continued on page 12)

(Continued from page 11)

program materials.

Supervision I - Thursdays, January 8, 15, 29 & February 5, 6-9pm.

Supervision II - Thursdays, February 12, 19 and March 4 & 11, 6-9pm.

Supervision III - Thursdays, March 25 and April 15 & 22 and May 13, 6-9pm.

Supervision IV - Thursdays, May 20 & 27 and June 3 & 10, 6-9pm.

Idaho State University

School of Applied Technology

Continuing Education, Special Programs

To register or for more information,
call (208) 236-3372, OR (208) 236-3155
or visit on-line at <http://continuinged.isu.edu>

Quick Books Pro 2001 - Beginning Save your small business time & money by automating your bookkeeping system. Learn to computerize your books, complete financial statements, print checks, do budgets, invoicing, purchase orders, accounts receivable, collections, accounts payable & aging. This entry-level class includes a personal project & personalized attention. *Tuesdays & Thursdays, 4 sessions, starting January 13 OR February 9, 6:30-9:30pm. Cost is \$78.*

Microsoft Excel 2000: Beginning Learn the basics of spreadsheets. Identify basic spreadsheet/workbook terms, use Help for quick reference to features & commands, and create & copy formulas. Use absolute references. Create charts & change page setup. *Tuesdays & Thursdays, 4 sessions, starting January 13, 6:30-9:30pm OR Saturdays, 3 sessions, starting January 31, 8:30am-12:30pm. Cost is \$78.*

Getting Into Business What does it take to be an entrepreneur? This class covers forms of organization: proprietorship, partnership, corporation, Sub "S" corporation and advantages & disadvantages of each; starting a business at home, at another location, or buying an existing one; franchising and choosing legal & accounting help. *January 22, 6:30-9:30pm. Cost is \$16.*

Microsoft Excel 2000: Intermediate Create range names to simplify writing formulas, work with

functions to build complex formulas, and annotate & format worksheets to ensure consistency. Create templates for standardization, add graphics & create charts for presentations or reports. **Prerequisite:** Excel 2000 Fundamentals. *Tuesdays & Thursdays, 4 sessions starting January 27, 6:30-9:30pm OR Saturdays, 3 sessions starting February 21, 8:30am-12:30pm. Cost is \$78.*

Accounting for the Small Business Learn accounting procedures of the past & present. This course will help the student analyze whether or not he/she is spending too much time on one principle of accounting. It will cover warning signs of internal theft & problems one might encounter with the IRS. *January 29, 6:30-9:30pm. Cost is \$16.*

Flagging In this class you will learn such topics as responsibilities of the flagger, basic signals, flagging systems, signing, channeling devices & traffic control practice. This class meets requirements for training programs recognized by the Idaho Transportation Department. *February 7, 9am-4pm. Cost is \$49.*

Legal & Ethical Issues in Business This course covers various aspects of legal advice so you can evaluate the legal aspects of your business. Do you understand what your legal rights & obligations are in a small business? *February 19, 6:30-9:30pm. Cost is \$16.*

Idaho Falls Small Business Development Center

To register or for more information,
Call (208) 523-1087
or visit on-line at www.idahosbdc.org

E-Commerce This 3-hour workshop covers Internet strategies & tips to prepare your business for success in the NEW economy. This workshop is designed to assist rural Idaho small business owners & managers with e-commerce applications in order to grow their existing business. The goal of this workshop is to provide training about how the Internet can be used as a resource & marketing tool. Objectives:

- To develop an understanding of how to use the Internet as a communication tool.

(Continued on page 13)



50% Training
Reimbursement
for DBEs



Up to \$300
During
FFY2003



For Registration,
Materials or
Travel Expenses



Both Owners
& Key Staff
are eligible





50% Training
Reimbursement
for DBEs



Up to \$300
During
FFY2003



For Registra-
tion, Materials or
Travel Expenses



Both Owners
& Key Staff
are eligible



(Continued from page 12)

- To develop skill in the process of communicating using chat, email, virtual conferencing.
- To develop confidence in identifying their target market & using the Internet.
- To understand how to implement presentation material on the Internet.
- To understand the basic website components & be able to evaluate these components.
- To learn how to drive traffic to your website.
- To develop an Internet marketing plan.

January 30, 9am-Noon. **FREE.**

University of Washington College of Engineering

To register or for more information,
call (866) 791-1275
or visit www.engr.washington.edu

Drilling & Blasting Techniques for Construction & Quarrying This intensive 5-day course provides you with state-of-the-art information & techniques drawn from the vast experience of the instructional team. The instructors & guest speakers provide a comprehensive understanding of the drilling & blasting industry from initial cost estimation & site analysis to final project evaluation. High-speed films of actual blasting projects graphically illustrate the effects of proper & improper blast designs. Practical, real-world group exercises, class discussion & informal networking opportunities outside of class encourage you to ask questions & exchange lessons learned with peers & instructors.

- Learn efficient blasting techniques to reduce drilling, blasting & excavation costs.
- Learn how to significantly improve safety.
- Understand how to use blast dynamics to maximize explosive performance & minimize costs.
- Build on your knowledge of proper shot design to achieve a high level of blast design & evaluation expertise.
- See the effects of proper and improper blast designs in high speed films of actual blasts.
- Learn blast design & performance evaluation from two leading experts.

- Participate in real world workshops to reinforce your learning.
Seattle, January 12-16. Cost is \$1,299.

Lorman Education Services

To register or for more information,
Call (800) 678-3940 or
or visit on-line at www.lorman.com

The Fundamentals of Construction Contracts: Understanding the Issues Contracts are an essential aspect of every construction project. They can impact the rights & remedies of owners, lenders, contractors, subcontractors & suppliers. Gaining an understanding of the common forms of construction contracts and the common terms & conditions can assist parties in avoiding disputes. The speakers, who are all attorneys whose practices emphasize construction-related issues, will address specific contract issues and highlight particularly important construction contract language. Topics to be discussed include:

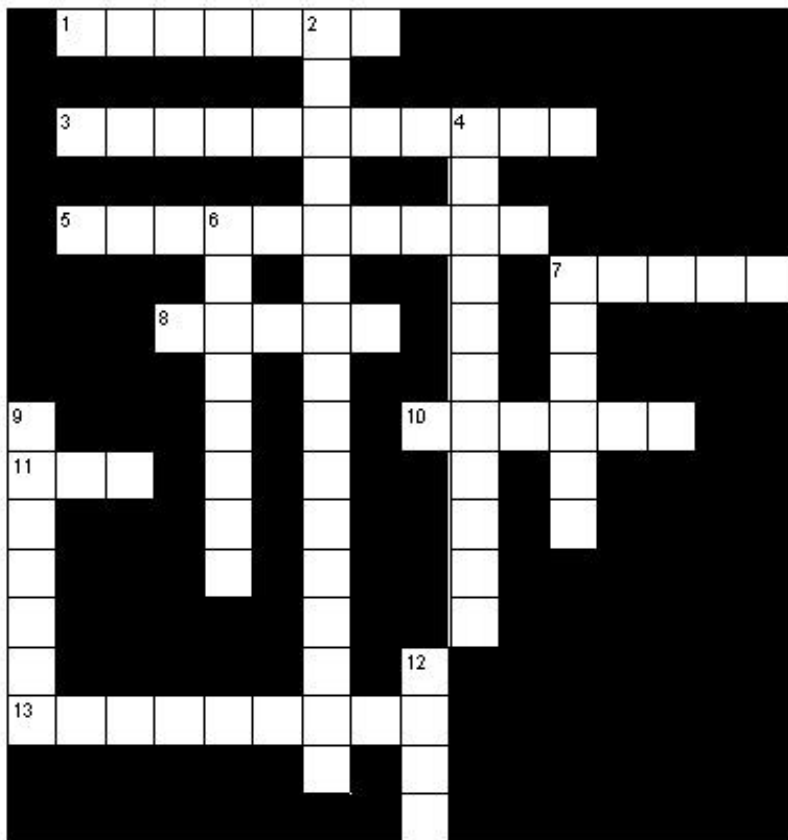
- Basic Contract Principles
- Essential Contract Terms
- Key Provisions In Subcontracts
- Project Delivery Systems
- Dispute Resolution

Portland, February 10. Cost is \$289. OR Seattle, February 24. Cost is \$319.

Architect/Engineer Liability & Practice This seminar addresses the fundamentals of construction law, including:

- Standards of Care Applicable to Design Professionals
- Advantages & Disadvantages of Written Contract & Significant Contract Terms
- Limitations of Liability Clauses Under Oregon Law
- Common Pitfalls In Performance By Design Professionals
- Significant Statutory & Regulatory Provisions Affecting the Practice of Design Professionals & Claims Against Design Professionals in Oregon
- Claims Resolution & Alternative Dispute Resolution

Portland, February 11. Cost is \$309.



Down

2. DUE TO US BY MID FEBRUARY?
4. ITD AND SBA AGREEMENT.
6. TRAFCO & COULTER & COMPANY'S BUSINESS.
7. NONE OF THESE, BUT LOANS.
9. FIRST FRUITS CELEBRATION.
12. NOBLE CONTACT?

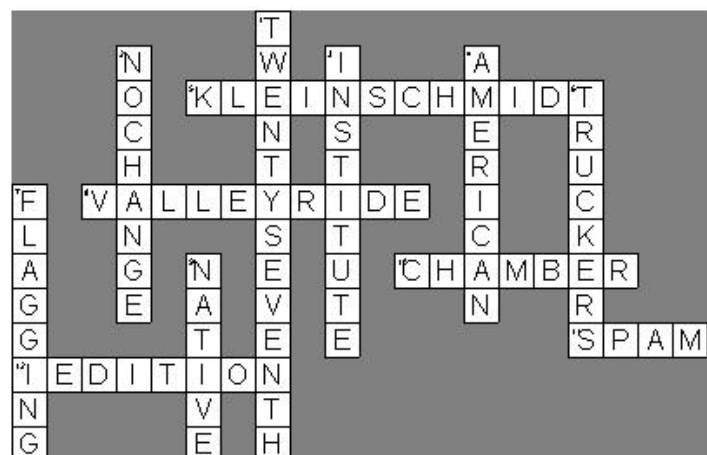
December Crossword

by Debby McCarthy

Across

- | | |
|--|---------------------------------|
| 1. REGISTRATION DEADLINE DECEMBER 15. | 11. GET FREE COUNSELING THERE. |
| 3. NEEDED TO BE AWARDED FEDERAL CONTRACTS. | 13. MONEY FOR DBE LOGO DESIGNS. |
| 5. THE PLACE TO BE IN JANUARY. | |
| 7. SIGNIFICANCE OF 6.41, 3, 1.8, & 0? | |
| 8. DIRECTOR OF WOMEN. | |
| 10. DBE WITH PRE-ENGINEERED METAL. | |

November Crossword Key



DBE Participation Report Card

Annual DBE Goal For FFY 2004: **9%**

DBE Commitments to Date:

(October 1 through December 16): **10.6%**

DBE Participation to Date:

(October 1 through December 16): **1.34%**

DBE Airport Goals

Pocatello Regional Airport Announces

3.0% DBE Goal for FFY04

Pocatello Regional Airport announces a 3.0 percent Annual Participation Goal (APG) for Disadvantaged Business Enterprises (DBE) for Federal Aviation Administration (FAA)-assisted contracts during Federal Fiscal Year 2004.

Pocatello Regional Airport has filed information regarding the methodology used in the establishment of this APG with the Federal Aviation Administration (FAA). This information is available for inspection during normal business hours through December 31, 2003 at:

Pocatello Regional Airport, Airport Director's Office, I-86, Exit 56, Pocatello, ID

Comments on the goal may be sent through January 15, 2004 to:

Mr. Len Nelson, Airport Director

Pocatello Regional Airport, P O Box 4169, Pocatello ID 83205

Boundary County/Boundary County Airport Announces

1.8% DBE Goal for FFY04

Boundary County/Boundary Airport announces a 1.8 percent Annual Participation Goal (APG) for Disadvantaged Business Enterprises (DBE) for Federal Aviation Administration (FAA)-assisted contracts during Federal Fiscal Year 2004.

Boundary County Airport has filed information regarding the methodology used in the establishment of this APG with the Federal Aviation Administration (FAA). This information is available for inspection during normal business hours through December 31, 2003 at:

Boundary County Air Terminal, 1186 Highway 2, Bonners Ferry, Idaho 83805

Comments on the goal may be sent through January 15, 2004 to:

Dave Parker, Airport Manager

HCR 85, Box 139Z, Bonners Ferry, Idaho 83805



Weiser Municipal Airport Announces

0% DBE Goal for FY03/ 04

The Weiser Municipal Airport announces a 0% Annual Participation Goal (APG) for Disadvantaged Business Enterprises (DBE) for Federal Aviation Administration (FAA) assisted contracts during Federal Fiscal Year 2003 / 2004.

The City of Weiser has filed information regarding the program and methodology used in the establishment of this APG with the FAA. This information is available for inspection during normal business hours through February 20, 2004 at:

Weiser City Hall – City Clerk's Office, 55 West Idaho Street, Weiser, Idaho

Comments on the goal may be sent through February 27, 2004 to:

Lillian Bowen, Airports Project Manager,

HDR Engineering, 418 South 9th Street #301, Boise, Idaho 83702

Boise Airport Announces 6.41% DBE Goal for FY04

The Boise Airport has established a Disadvantage Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation, 49 CFR Part 26. The Boise Airport has established an overall goal of 6.41% of the Federal financial assistance it will receive for improvements to Boise Airport. The Boise Airport estimates it will meet this entire goal through 0.00% race neutral means and 6.41% race conscious means.

The program and rationale used in developing the goal are available for review at:

Boise Airport, 3201 Airport Way, Suite 1000, Boise, ID 83705

The program and rationale are available for inspection Monday through Friday, 8:00AM to 5:00PM at Boise Airport, Administration Office (3rd floor terminal building) through January 4, 2004. The Boise Airport and FAA Civil Rights Office will accept comments on the program and rationale through January 19, 2004. Comments should be sent to Boise Airport at the address listed above or to:

FAA Civil Rights Office, 1601 Lind Avenue SW, Renton, WA 98055-4056.

A public meeting with airport staff is scheduled for 1:00PM on Wednesday, January 21, 2004, in the Boise Airport Salmon River Conference Room. Goals and the DBE program process will be discussed. All interested parties are encouraged to attend.

Request for Statement of Interest:

I-90, Greensferry O'Pass, Post Falls

Due January 8 to ITD's Consultant Administration Unit

www2.state.id.us/itd/design/cau/solicitations/8920%20SOI.htm

Services requested are for project development, including public involvement; environmental documentation; traffic engineering; materials phase reports; and design engineering.

For this project, the Consultant must propose a minimum of eight (8) percent DBE utilization or demonstrate "Good Faith Effort" toward achieving that goal.

For more information, contact ITD's Consultant Administration Unit (www2.state.id.us/itd/design/cau/cau.htm).

(WOMEN'S BUSINESS CENTER, Continued from page 7)

media, marketing and event planning.

Shelly graduated from Capital High School and with honors from the University of Puget Sound in Tacoma, earning a BA in communications and theater arts with a minor in politics and government.

Prior to joining the Women's Business Center, Shelly was the Training Manager for one of the WBC's SBA resource partners, the Idaho Small Business Development Center at Boise State University.

Jennifer Colburn, *Administrative Assistant*

Jennifer came to the WBC in February. She has worked in customer service for over 10 years. Her warm smile and friendly voice greets clients and visitors as they arrive at the WBC. Jennifer's experience in Art and Advertising Design has come into

play while designing and publishing the WBC newsletters. Her training in education is an asset as she coordinates the monthly training topics and workshops for women business owners.

Jennifer's attention to detail has not gone unnoticed. Her academic excellence was recognized on the Dean's list Spring Semester 2000. As a team player, she is diligently looking for better ways to track statistics for the WBC and SBA.

An Idaho native, Jennifer is currently pursuing an elementary education degree, with bilingual certification. She is working toward fluency in Spanish by attending a local language school, while balancing her responsibilities at the WBC.

To find more information about the WBC and class schedules, visit their website at www.wbcidaho.org.





ITD's 90-Day Bidding Forecast

These highway construction projects are expected (but not guaranteed) to be advertised by ITD in the next 90 days. Actual advertisement dates may vary from those shown below and are subject to change without notice.

This is intended as a planning tool only. NONE of these project plans will be available until they are formally put out for bid, so please don't request them!

DIST	KEY #	ROUTE	PROJECT NAME	PROJECTED ADV. DATE	EST. COST (\$1,000's)	TYPE OF WORK
1	7099		Old Priest River Road	Feb 2004		ER Event 97-2
1	7761 7831	Off-System	Seltice Way, Bridge and East to NW Blvd	Jan 2004	1,000-3,000	Bridge Replacement & Roadway Widening
1	7670	SH4	Tamarack & Mace Bridges	Dec 2004	1,000-3,000	2 Bridge Replacements
1	8066	Off-System	W. Oden Bay Railroad Xing	Dec 2003	50-300	Railroad Crossing
1	8736	Off-System	Idaho Road Surfacing	Jan 2004	50-300	Paving Gravel Road
2	8377	Off-System	Latah Trail	Feb 2004	50-300	Pedestrian Facility
2	8486	Off-System	Pavement Overlays, Clearwater County	Jan 2004	300-1,000	Pavement Overlay
2	8682	Off-System	Reubens Road, Jct US-95 to Latah Co Ln	Jan 2004	300-1,000	Pavement Overlay
3	8237	SH-67	Simco Road to AFB Road	Jan 2004	1,000-3,000	CRABS, Guardrail
3	8244	SH-67	Feedlot to Simco Road			
3	8966	I-84	ODOT Message Sign	Jan 2004	50-300	Safety/Traffic Operations
5	7681	US-91	Firth to Goshen	Dec 2003	300 - 1000	Reconstruction
6	7068	SH-33	Test Area North	Feb 2004	3000 - 5000	Widening/Rehab
6	8042	Off-System	Iona Pathway	Feb 2004	50 - 300	Bike Trail/Sidewalk

NOBLE EXCAVATING, INC.

Is seeking DBE subcontractors & suppliers for the following project:

East of Clark Fork

Key # 7089

Bidding 12/23/03

Areas needed:

- Traffic Control & Signing
- Paving & Chip Sealing
- Surveying
- Seeding & Tree Planting
- Fencing
- Pile Driving
- Guard Rail
- Suppliers of Geotextile
- Suppliers of Concrete Products
- Suppliers of Pipe Culvert & Storm Sewer Pipe
- Suppliers of Gravel
- Materials Testing

Contact: **Patrick Geer**, Noble Excavating, Inc., 1860 Hwy 2 South / P.O. Box 1592, Libby, MT 59923
e-mail: nobleexc@hotmail.com Phone: (406) 293-8824 FAX: (406) 293-8826

Current Idaho Transportation Department Highway Construction Projects



Main Street, Gooding, 1910

For the quickest, most complete notification of these projects as they are put out for bid, subscribe to ITD's **Notice To Contractors**.

These notices alert you to all upcoming federal-aid and state highway construction projects let through ITD, and list specific details and quantities, the names of resident engineers, and a brief description of the work to be performed.

To subscribe to the **Notice to Contractors**, please

call (208) 334-8430 (1-800-732-2098 within Idaho). There is an annual \$40 fee to cover postage fees.

Better yet, you can get it all this information **FREE** by visiting our "Contractor Information Page" at www2.state.id.us/itd/cont.htm.

This excellent resource features *90 Day Bidding Forecast*, *Notice to Contractors*, *Planholder Lists* (updated continuously), *Bid Result and Bid Abstract Information*, and *Contract Award Information*.

Certified DBEs are encouraged to contact DBE Supportive Services at (208) 334-4442 for free ITD Plans & Specifications if interested in bidding as a subcontractor.

Limit of ONE set of plans per project per DBE firm.

KEY #	PROJECT NAME	BID DATE	COUNTIES	DESCRIPTION	DBE GOAL
7089	East of Clark Fork	12/23/03	Bonner	Realigning SH-200 adjacent to 2 slide areas including: grading, base & paving operations, constructing a modular block retaining wall, a soldierpile wall, utility relocations, drainage improvements, erosion control and sedimentation measures.	8%
8456	Challis South	12/23/03	Custer	Cold milling plant mix pavement as shown on plans and producing & placing an inlay/overlay and sealcoat on US-93 MP 137.00 to 159.56.	N/A
7722	Greer Grade Curve Improvements	1/13/04	Clearwater	Widening shoulder, constructing gabion walls, installing guardrail & sealcoating SH-11 from MP 0.07 to MP 8.20.	N/A
8148	Idaho Canal Bridge, Idaho Falls	1/13/04	Bonneville	Removing existing bridge & replacing it with a new precast structure.	5%
8683	Ada County HD Sealcoats	Post-poned	Ada	Sealcoating segments of Cloverdale, Deer Flat, Greenhurst, King, Kuna, Swan Falls & Ten Mile Roads.	0%

For project-related questions, please call our District Offices:

District 1	Coeur d'Alene	(208) 772-1200		District 4	Shoshone	(208) 886-7800
District 2	Lewiston	(208) 799-5090		District 5	Pocatello	(208) 239-3300
District 3	Boise	(208) 334-8300		District 6	Rigby	(208) 745-7781



ITD Highway Construction Awards

For Bid Result Information, call (208) 334-8585, or visit on-line at www2.state.id.us/itd/design/contractors/br.htm. Abstracts are also available for projects with more than one bidder.

Award Date	Dist	Project Name	Key #	Project #	Contractor	Amount
11/07/03	3	Boise Downtown ITS Deployment	8332	CM-0100(165)	Tri State Electric, Inc.	\$124,500.00
11/07/03	2	Arrow Jct. to Kamiah, Centerline Markings	9048	HS-163-0090(322)	Apply-A-Line, Inc.	\$488,427.98
11/12/03	5	E. Walker Street, Blackfoot	8451	STP-7721(100)	Gale Lim Const., Inc.	\$612,238.96
11/13/03	1	Variable Message Signs, 4th of July Pass & Portable Changeable Signs	8299 7553	HS163-0090(163) HS163-0090(045)	Aztech Electric, Inc.	\$404,183.96
11/13/03	1	Government Way; I-90 to Dalton Ave.	6556	STP-7155(100)	K.C. Construction, Inc.	\$1,256,750.35
11/13/03	2	Joel Overpass Structure Removal	7905	ST-4800(606)	Westway Construction, Inc.	\$954,752.89
11/20/03	5	Moreland Road	8122	STP-1830(100)	Mickelson Construction, Inc.	\$817,898.06
12/02/03	3	Broken Wagon Flat Road to MP 60	8944	STP-3340(108)	Western Construction, Inc.	\$283,172.84
12/02/03	3	Mann's CR Curves	5133	DHP-NH-1567(001)	Steelman Duff, Inc.	\$5,499,777.50
12/02/03	3	Mtn Home AFB Entrance to Jct SH-51	8085	ST-3803(602)	Western Construction, Inc.	\$2,698,113.85
12/04/03	4	Bliss Rest Area	3711	IM-84-3(022)133	Western Construction, Inc.	\$6,229,723.60

Public Works Contractor Licensing

A Reminder for All Contractors & Subcontractors Bidding on ITD Projects

Idaho Transportation Department Standard Specifications for Highway Construction

102.11 Licensing of Bidders. Each bidder submitting a proposal for a contract which does not involve the expenditure of federal funds shall be licensed as set forth in Subsection 107.03 prior to submitting a bid. For contracts to be paid wholly or in part from federal funds, the successful bidder shall be licensed as set forth in Subsection 107.03 prior to awarding the contract.

107.03 Licensing of Contractors. Bidders shall be licensed in the state of Idaho by the Idaho Public Works Contractors License Board in the class and type specified for the value and scope of work to be done in accordance with the provisions of Title 54, Chapter 19, Idaho Code as amended. On projects involving federal funds, the bidder shall possess or obtain a license in the class and type above mentioned prior to award of contract. On projects involving state funds only, the bidder shall possess a license in the type and class specified prior to submitting the bid upon said project. Subcontractors that are required to be listed in the bid proposal shall possess a license of the type and class specified prior to submission of the bid on state finance project.

The class of license specified for the value of work to be done is as follows:

Class AAA, for the work of unlimited value

Class AA, for the work involving an estimated cost of not more than \$3,000,000

Class A, for the work involving an estimated cost of not more than \$1,000,000

Class B, for the work involving an estimated cost of not more than \$500,000

Class C, for the work involving an estimated cost of not more than \$100,000

Class D, for the work involving an estimated cost of not more than \$50,000

Subcontractors undertaking to perform any work covered by the contract must possess or obtain a license as above.

For more information on Idaho Public Works Licensing: call the Division of Building Safety at (208) 334-4057 or Toll-Free (800) 358-6895. You can also visit www2.state.id.us/dba.

NON-ITD PROJECT BID OPENINGS

The following is a listing by ITD's DBE Supportive Services from information obtained from and other sources including the Idaho Business Network.

These project listings are to be used ONLY for informational purposes by certified DBEs. Services has not verified the information posted for each project, and cannot guarantee it. Supportive Services DOES NOT hold plans or specifications for these projects. The project may not have DBE goals, depending on the owning agency.

Please refer to the contact name listed on each project for further information, and for complete specifications.

<u>Bid Open Date</u>	12/23/200	<u>Project Name</u>	Performing Arts Center, ISU
<u>Brief Description</u>	Work Category 1-1, Scaffolding.		
<u>Location</u>	Pocatello, ID		
<u>Project Owner</u>	Idaho Division of Public Works		
<u>Plans/Specs Address</u>	502 N. 4th Street, Boise, ID 83702		
<u>Contact</u>		<u>E-mail</u>	
<u>Phone</u>	<u>ext</u>	<u>FAX</u>	<u>Website</u>
<u>Bid Open Date</u>	12/29/200	<u>Project Name</u>	Engineering Project for the City of Cambridge
<u>Brief Description</u>	Engineering services for design & construction review for water improvement project which will incl. distribution lines, well, reservoir & related activities.		
<u>Location</u>	Cambridge, ID		
<u>Project Owner</u>	City of Cambridge		
<u>Plans/Specs Address</u>	80 S. Superior, PO Box 220, Cambridge, ID 83610		
<u>Contact</u>	Ernie Houghton	<u>E-mail</u>	
<u>Phone</u>	(208) 257-3318	<u>ext</u>	<u>Website</u>
<u>Bid Open Date</u>	12/30/200	<u>Project Name</u>	USRD Sage Seeding 04
<u>Brief Description</u>	USRD Sage Seeding approx. 14,242 acres with Gvt.-Furnished seed. Performance Period is 6 calendar days. TOTAL Small business set-aside.		
<u>Location</u>	Bannock, Blaine, Jefferson & Madison Counties, ID		
<u>Project Owner</u>	USDI Bureau of Land Management		
<u>Plans/Specs Address</u>	BLM Idaho State Office, 1387 S. Vinnell Way, Boise, ID 83709		
<u>Contact</u>	Patricia A. Fort	<u>E-mail</u>	Pat_Fort@blm.gov
<u>Phone</u>	(208) 373-3910	<u>ext</u>	<u>Website</u> www.eps.gov/spg/DOI/BLM/NBC/DLQ4
<u>Bid Open Date</u>	12/31/200	<u>Project Name</u>	Joseph Canyon Viewpoint Reconstruction
<u>Brief Description</u>	Reconstruction of access, parking & sidewalk in existing roadside viewside consisting of excavation, culvert installation, hot mix asphalt paving & striping. Also incl. constructing stone masonry walls & pillars w/prefabricated sign bases & log post& rails incorporated into structures, stone masonry bench, stone masonry site sign base & applying stone masonry to exterior walls of concrete block vault toilet, landscape grading, furnishing & placing topsoil.		
<u>Location</u>	Near Enterprise, OR		
<u>Project Owner</u>	USDA Forest Service		
<u>Plans/Specs Address</u>	Umatilla NF, 2517 SW Hailey Ave., Pendleton, OR 97801		
<u>Contact</u>	Peggy Patten	<u>E-mail</u>	ppatten@fs.fed.us
<u>Phone</u>	(541) 278-3844	<u>ext</u>	<u>Website</u> www.eps.gov/spg/USDA/FS/04R3/R6-1

<u>Bid Open Date</u>	1/6/2004	<u>Project Name</u>	Operation & Maintenance of Wildlife Habitat Structures
<u>Brief Description</u>	Fax or email request w/company info, shipping address, point of contact, phone number, fax number & business size to Gary H. Dahl. For all labor, material, equipment, vessels & admin. Of project at Lower Granite Lake, Lake Bryan & Lake West on Snake River. Incl. mowing, field cultivation, crop planting, irrigation application, litter collection, tree & shrub planting & prescribed burning. Base year contract w/4 option year periods.		
<u>Location</u>	Southeast Washington & Eastern Idaho		
<u>Project Owner</u>	US Army District, Walla Walla		
<u>Plans/Specs Address</u>	201 Third Ave., Walla Walla, WA 99362-1876		
<u>Contact</u>	Gary H. Dahl	<u>E-mail</u>	gary.h.dahl@usace.army.mil
<u>Phone</u>	(509) 527-7210	<u>ext</u>	<u>FAX</u> (509) 527-7802 <u>Website</u> http://www.nwww.usace.army.mil/ebs/Adv
<u>Bid Open Date</u>	1/8/2004	<u>Project Name</u>	Consulting Services
<u>Brief Description</u>	Computer Software Consulting.		
<u>Location</u>	Idaho		
<u>Project Owner</u>	Idaho Division of Purchasing		
<u>Plans/Specs Address</u>			
<u>Contact</u>	Elaine Ricketts	<u>E-mail</u>	erickett@adm.state.id.us
<u>Phone</u>	(208) 327-7453	<u>ext</u>	<u>FAX</u> (208) 327-7320 <u>Website</u>
<u>Bid Open Date</u>	1/8/2004	<u>Project Name</u>	NIFC Discharge Project
<u>Brief Description</u>	Furnish all labor, materials, equipment & supplies to complete improvements to existing Sanitary & Storm Sewer Systems at National Interagency Fire Center. Incl. earthwork, installation of new collection system, providing proper connections for cleaning operations in sanitary sewer system, restoration of electrical, plumbing, mechanical, gas, telephone/data to a condition prior to construction.		
<u>Location</u>	Boise, ID		
<u>Project Owner</u>	USDI Bureau of Land Management		
<u>Plans/Specs Address</u>	BLM National Business Center BC664, Bldg. 50, DFC, P.O. Box 25047, Denver, CO 80225		
<u>Contact</u>	Tracie Richardson	<u>E-mail</u>	tracie_richardson@blm.gov
<u>Phone</u>	(303) 236-3515	<u>ext</u>	<u>FAX</u> <u>Website</u>
<u>Bid Open Date</u>	1/15/2004	<u>Project Name</u>	Lolo Building 24 Basement Remodel
<u>Brief Description</u>	Demolition & reconstruction of area of basement. Includes all associated architectural, fire protection, mechanical, plumbing, & electrical work as indicated on project specs & drawings.		
<u>Location</u>	Missoula, MT		
<u>Project Owner</u>	USDA Forest Service		
<u>Plans/Specs Address</u>	Lolo NF, Bldg. 24, Fort Missoula, Missoula, MT 59804		
<u>Contact</u>	Tami Mitchell	<u>E-mail</u>	tlmitchell@fs.fed.us
<u>Phone</u>	(406) 329-3709	<u>ext</u>	<u>FAX</u> (406) 329-3876 <u>Website</u> www.eps.gov/spg/USDA/FS/03R6/RFP
<u>Bid Open Date</u>	1/19/2004	<u>Project Name</u>	A&E Design Services - New World Mining District
<u>Brief Description</u>	Professional Civil Engineering services on as-needed-basis for 1-yr period w/options to renew for 4 years.		
<u>Location</u>	Cooke City, MT		
<u>Project Owner</u>	USDA Forest Service		
<u>Plans/Specs Address</u>	R1 Gallatin NF, P.O. Box 130, Bozeman, MT 59715		
<u>Contact</u>	William Pfeifer	<u>E-mail</u>	bpfeifer@fs.fed.us
<u>Phone</u>	(406) 587-6760	<u>ext</u>	<u>FAX</u> (406) 587-6758 <u>Website</u> www.eps.gov/spg/USDA/FS/0398/R1-1

<u>Bid Open Date</u>	1/27/2004	<u>Project Name</u>	Diving & Inspection Services
<u>Brief Description</u>	Small Business Set-Aside. Indefinite delivery/indefinite quantity contract for diving & inspection services. Services may be anywhere within geographic boundaries of Walla Walla District to incl. S.E. WA, N.E. OR & ID.		
<u>Location</u>	Walla Walla District - WA, OR & ID		
<u>Project Owner</u>	US Army Corp. of Engineers, Walla Walla Dist.		
<u>Plans/Specs Address</u>	201 N. Third Ave., Walla Walla, WA 99362-1876		
<u>Contact</u>	Charlene Duncan	<u>E-mail</u>	charlene.c.duncan@usace.army.mil
<u>Phone</u>	(509) 527-7207	<u>ext</u>	<u>FAX</u> <u>Website</u> www.eps.gov/spg/USA/COE/DACA68/
<u>Bid Open Date</u>	2/6/2004	<u>Project Name</u>	Tree Planting, Boise National Forest
<u>Brief Description</u>	Consists of planting of approx. 600 acres. Project is located in Hot Creek burn area, all of which is accessible from James Creek Rd. in James Creek drainage or Bald Mt. Creek drainage. Est. start date 4/15/04.		
<u>Location</u>	Boise National Forest, ID		
<u>Project Owner</u>	USDA Forest Service		
<u>Plans/Specs Address</u>	R-4 SW Idaho/Nevada Acquisition, 1249 S. Vinnell Way, Ste. 200, Boise, ID 83709		
<u>Contact</u>	Robert Hoffman	<u>E-mail</u>	r4_boise_contracting
<u>Phone</u>	(208) 373-4150	<u>ext</u>	<u>FAX</u> (208) 373-4197 <u>Website</u> www.eps.gov/spg/USDA/FS/0261/R4-0
<u>Bid Open Date</u>	2/15/2004	<u>Project Name</u>	Pioneer Mountains Scenic Bypass
<u>Brief Description</u>	6.88 km of grading, drainage, base, paving, structure & 2 bridges.		
<u>Location</u>	60km NW of Dillon, MT		
<u>Project Owner</u>	Federal Highway Administration		
<u>Plans/Specs Address</u>	610 E. 5th Street, Vancouver, WA 98661-3801		
<u>Contact</u>	Western Federal Lands Highway Division	<u>E-mail</u>	contracts@wfl.fha.dot.gov
<u>Phone</u>	(360) 619-7520	<u>ext</u>	<u>FAX</u> (360) 619-7932 <u>Website</u> www.eps.gov/DOT/FHWA/WFL/DTFH7
<u>Bid Open Date</u>	2/15/2004	<u>Project Name</u>	Trail Maintenance, Newport & Sullivan Lake Ranger Districts
<u>Brief Description</u>	Approx. 67 mile per year of trails on Newport RD & approx. 100 miles on Sullivan Lake RD. Contractor shall furnish all labor, equipment, supervision, tools & transportation, operating supplies & incidentals necessary to perform work in accordance w/contract specs & provisions.		
<u>Location</u>	Washington & Idaho		
<u>Project Owner</u>	USDA Forest Service		
<u>Plans/Specs Address</u>	Colville NF, 765 S. Main, Colville, WA 99114		
<u>Contact</u>	Sharon Gies	<u>E-mail</u>	sgies@fs.fed.us
<u>Phone</u>	(509) 684-7203	<u>ext</u>	<u>FAX</u> (509) 684-7280 <u>Website</u> http://www.eps.gov/spg/USDA/FS/05G



December 26, 1966

The First Kwanzaa Celebration

The first day of the first Kwanzaa is celebrated in Los Angeles under the direction of Maulana Karenga, the chair of Black Studies at California State University. The seven-day holiday, which has strong African roots, was designed by Dr. Karenga as a celebration of African American family, community, and culture.

Karenga combined aspects of several different harvest celebrations, such as those of the Ashanti and those of the Zulu, to form the basis of Kwanzaa. The name Kwanzaa is derived from the phrase *matunda ya kwanza*, which means "first fruits" in Swahili. Each family celebrates Kwanzaa in its own way, but celebrations often include songs and dances, African drums, storytelling, poetry readings, and a large traditional meal.

Today, Kwanzaa is celebrated by millions people of African descent all across the United States and Canada.

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